



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, EIGHTH UNITED STATES ARMY**  
**UNIT #15236**  
**APO AP 96205-0009**

REPLY TO  
ATTENTION OF:

EAGC-OPS

**AUG 08 2001**

MEMORANDUM FOR All Eighth United States Army Assigned Soldiers and Civilians

SUBJECT: Eighth United States Army Command Policy Letter # 17 -- Change of Command and Retirement Ceremonies

1. Purpose. To establish procedures for scheduling and conducting Change of Command and Retirement Ceremonies
2. The following items are directed when planning for Battalion and above change of command and retirement ceremonies:
  - a. Change of command and retirement ceremonies are to be conducted outdoors, as appropriate. In the event of inclement weather, the ceremony will move to a prearranged indoor facility.
  - b. Change of command (Battalion level and higher) and retirement scheduling will comply with the following guidance:
    - (1) Schedule no earlier than 1000 hours on Mondays, Tuesdays, Wednesdays and Fridays.
    - (2) Schedule no earlier than 1300 hours on Thursdays so as not to interfere with SGTs' Time Training.
  - c. All projected Changes of Command and retirement ceremonies will be placed on the EUSA Long Range Calendar.
  - d. All ceremonies will be executed in accordance with FM 22-5; deviations to this policy must be approved in advance.
  - e. Exceptions to FM 22-5 are as follows:
    - (1) A battalion mass formation within the ceremony will be eight soldiers front by ten soldiers deep.

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(2) The band will be in the same uniform as the unit. If unit is in Kevlar, the band will be in Kevlar and vice versa; same with sleeves up or down.

(3) Do not have the troops standing on the field more than 10 minutes before the start of the ceremony.

f. Ceremonies will be planned and rehearsed to prevent distractions such as photographers moving about the parade field during conduct of the ceremony. The focus should be on the participants, not media, or spectators.

g. Receptions will be modest, both in cost and show. Recommend these be done in a "tent, coffee, and cookies" format at the ceremony site.

### 3. Special requirements for Change of Command Ceremonies:

a. For brigades and higher commands, ceremonies may be conducted in English and Hangul. Battalions and below are done in English. Remarks by the reviewing officer will not exceed five minutes; for the outgoing commander, no more than eight minutes; and for the incoming commander, no more than two minutes. Times include allowance for translation.

b. Awards for the outgoing commander and spouse will not be presented during the ceremony. These will be done approximately 30 minutes before the ceremony begins.

c. Outgoing separate brigade commanders and below will brief the EUSA Chief of Staff on their change of command ceremony NLT 14 days before the event. The first general officer in their chain of command will approve the ceremony format for Combat Support Coordination Teams.

d. With my approval, commanding generals, or general officer raters in the case of Combat Support Coordination Teams, may modify this policy. The EUSA Chief of Staff will approve modifications to this policy as it applies to separate brigades and below.

### 4. Special requirements for Retirement Ceremonies are as follows:

a. Retirees should be provided the honor and recognition they deserve for their many sacrifices and years of dedicated service. A significant number of the military retirees are from the Yongsan Area (95 percent). It is for that reason I am directing U.S. Army Troop Command, Korea to conduct a quarterly retirement ceremony in Yongsan for retiring soldiers and civilians.

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b. Awards and decorations for military retirees will be presented IAW applicable guidance in Army Regulation 600-8-22. Civilian retirees are to be presented the Certificate of Retirement, Certificate of Appreciation, and the retirement lapel pin. Other suitable awards may be presented at the ceremony. Spouses of civilian and military retirees may be presented with Letters of Appreciation or other suitable awards.

c. Our retirees have earned a place in the legacy of our great Army, and we owe them the opportunity to stand one more retreat with us before embarking on their new endeavors.

A handwritten signature in dark ink, appearing to read 'D. Zanini', with a long horizontal flourish extending to the right.

DANIEL R. ZANINI  
Lieutenant General, USA  
Commanding